

**1.0 TITLE OF EFFORT:** Program Integration Office Management and Technical Support

**2.0 TASK DESCRIPTION:**

The contractor shall provide business management and engineering and technical services support including resource management, technical meeting, and configuration management support.

**2.1 STATEMENT OF WORK REFERENCE:** SOW 3.1.1.1 Engineering and Technical Services and Program; 1.2 Business Management.

**2.2 REQUIREMENTS:**

The contractor shall perform the tasks described below:

**1.0 Resources Planning Tasks**

- Perform OM resources planning and execution tasks.  
Audit resource performance for assigned OM teams and report findings to the OM.
- Provide recommendations for resolution of budget / schedule discrepancies.  
Update and maintain OM Earned Value analysis for Non-Prime reporting in support of the NASA Earned Value Lead.
- Provide resource-based inputs to OM teams to update threats in the Program risk database in preparation for the Program Risk Advisory Board (PRAB).
- Develop data inputs to OM budget planning and strategy formulation exercises in preparation for monthly (internal, PMR) and annual Program-level budget reviews.  
Attend design reviews, project reviews and TIMs to provide expertise to facilitate OM teams' resource planning for hardware development.
- Brief resource and performance status to designated OM forums.  
Review for accuracy the resource expenditures proposed in OM Internal Task Agreements (ITAs) developed with providing organizations.
- Provide resource data updates for OM sections of the Cost Analysis Requirements Document (CARD) with associated recommendations for updates to the Program Work Breakdown Structure (PWBS).
- Track OM CRs / SSCNs estimates and projections against OM resource planning and forecasts.

**2.0 Meeting/Technical Support Tasks**

**2.1 External Carrier Office:** The contractor shall provide management support to the Program Integration Office in support of the External Carrier Office teams. Support shall be provided for the following: Technical Interchange Meetings - Preliminary Design Reviews - Critical Design Reviews - Element Integration Meetings  
Other meetings as necessary

**2.2 Program Integration Office:** The contractor shall perform the following activities to support the Program Integration Office to provide the System Analysis and Integration teams with meeting support.

a. Meeting support is provided for the following:

- System Analysis and Integration Meetings
- Other meetings as necessary

b. Responsibilities include:

- Scheduling conference calls
- Documentation management
- Developing and Maintaining associated websites
- Creating design review plans
- Developing and maintaining agendas and calendar of events
- Preparing meeting minutes
- Compiling presentations and electronically distributing items to the appropriate team
- Tracking actions, issues, and review item discrepancies.
- Generating and maintaining travel lists
- Data entry and database management of Review Item Discrepancies for milestone reviews

c. Miscellaneous documentation support includes:

- Filing and archiving project related documentation
- Photocopying meeting presentations and other documentation as necessary
- Formatting documentation
- Converting documents from various formats to PDF files
- Scanning hard copies into electronic format for posting on the internet
- Distributing documentation to team members
- Posting project related documentation to the appropriate internet site

**2.3 Configuration Management:** The contractor shall perform the following activities to provide the Program Integration Office with CM Coordinator support:

- Represent the Program Integration Office to the Configuration Management coordination reviews
- Coordinate the Program Integration Office review of all ISS CRs (Change Requests) that require Program Integration Office mandatory review and provide the coordinated response via the Configuration Management Process
- Coordinate the Program Integration Office review of all Shuttle CRs that require Program Integration Office mandatory review and provide the coordinated response via the Configuration Management Process
- Coordinate with the Program Integration Office Management on the review of ISS CRs that do not require mandatory Program Integration Office review.
- Provide a monthly status to the Program Integration Office Management regarding Program Integration Office CR processing metrics.